

FEDERAL WOMAN'S AWARD

March 5, 1976

Care of
U. S. Civil Service Commission
1900 E Street, N.W.
Washington, D. C. 20415

Honorable George Bush
Director
Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Bush:

As Chairman of the Board of Trustees for the Federal Woman's Award, I am pleased to extend to you an invitation to submit nominations from your organization for the 16th annual Federal Woman's Award, to be presented in October 1976 in Washington, D.C.

The vigorous interest in the Federal Woman's Award program shown each year by the President and by heads of organizations has played an important role in its success. The program offers a valuable opportunity to pay high tribute and to focus nationwide attention on the accomplishments of your exemplary career women. I am sure you will want to start immediately on the staff work that will lead to nomination of outstanding candidates from your field offices, as well as your Washington headquarters.

We would like to remind the organizations that there are no restrictions with regard to the age of women nominees. While young women may not have had lengthy careers, some of their contributions are very significant. The Board is also conscious of the fact that the vast majority of nominations are women in the upper grade levels and we would like to point out that women who have attained a rank equivalent to grade GS-9 or above are eligible. We would also like to remind the organizations that there is no limitation on how often women may be nominated by their respective organizations, provided they have not been a recipient of the award previously.

The closing date for receipt of nominations is May 28. A sample nomination form, eligibility requirements, and criteria to be used in making selections from among your women staff members are enclosed for your information. Your organization may obtain additional forms by addressing a request to the Federal Woman's Award, care of the U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 632-5568.

Your organization's participation in this important program will be most welcome. The Board joins me in anticipating the nominations of the highly able and dedicated career women of your organization you believe qualified for this honor.

Cordially,

J B Spain
Jayne B. Spain
Chairman

Enclosures

[illegible]

(7) HIGHLIGHTS OF WORK EXPERIENCE (WITH DATES):

(8) HONORS RECEIVED (FROM THIS AGENCY AND OTHER SOURCES):

(9) DETAILED STATEMENT OF BASIS FOR NOMINATION (INCLUDING PERTINENT PERSONAL QUALITIES, SCOPE OF INFLUENCE ON ACTIVITIES BOTH WITHIN AND OUTSIDE THE AGENCY, ETC.):

SIGNED: (HEAD OF DEPARTMENT OR AGENCY)

(ATTACH ADDITIONAL SHEETS AS NECESSARY)

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Nominations

ELIGIBILITY FOR AN AWARD

Any woman in the Executive Branch of the Federal Government and any woman in the Legislative and Judicial Branches thereof not elected or appointed by the President or members of the personal staff of such persons with not less than three years continuous, full time, or five years continuous part-time (minimum 26 hours per week) service in the competitive or excepted service at the time of nomination for the award, other than in a Schedule C position, who has attained a rank equivalent to GS-9 of the Classification Act of 1949, or above, and who has not previously received the award, shall be eligible to receive an award based upon career service which has been characterized by outstanding ability and achievement in an executive, administrative, professional, scientific, or technical position.

Eligibility may be based upon achievements having an important effect on a major Government program, or it may be based upon the specific outstanding accomplishments which have made, or are making, an important contribution to administrative, social, scientific, or technical progress in the work of a Federal organization. Eligibility for an award shall further depend upon performance which has demonstrated a high degree of personal integrity, honesty, judgment, and quality either of leadership or of sustained individual performance. Specific criteria against which nominees will be judged are enclosed for your information. You will want to use these criteria in making your nominations.

NOMINATIONS

Each organization may submit no more than six nominations. The purpose of providing for more than one nomination is to permit a distribution of nominations among age groups as well as occupational categories. Nominations must be submitted by the head of the organization concerned.

Nominations must be submitted on the forms provided, an original and five copies, each one enclosed in a folder -- do not use plastic protective pages. All information requested on the form must be furnished. Extra sheets may be attached to the forms if necessary.

Specific examples and details of achievement must support each nomination. All information should be described in terms of factual data rather than opinion, and be in sufficient detail to be easily understood. Where work products of the nominee are submitted as attachments in support of the nomination, only one set of attachments need be furnished.

Submit nominations to Chairman, Board of Trustees, Federal Woman's Award, care of the U.S. Civil Service Commission, Washington, D.C. 20415, no later than May 28, 1976. In the event your organization has no candidates to submit for this year, please notify the Board accordingly.

February 1976

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CRITERIA TO BE USED IN JUDGING NOMINEES

Uniqueness of Achievement

Consider the uniqueness of the achievement. Is it an unusual achievement or contribution which sets the nominee apart from others?

Creativity and Personal Initiative

Consider the personal initiative involved in the achievement. Did it require personal creativity and innovation on the part of the nominee? Does it represent independence of thought and action?

Impact of the Achievement

Consider the impact of the achievement on society in general. Is it likely in some significant measure to be of benefit to mankind, to Americans, or to better Government? Does it advance the arts, or Science?

Honors Accorded Nominee

Give weight to the honors and recognition granted to the nominee from the employing agency and from professional and other organizations as an indication of the value of the nominee's achievements. This is particularly significant for persons working in highly specialized and technical and scientific fields.

The above factors are not mutually exclusive and no one candidate is expected to excel in all factors. Keeping them in mind, however, in reviewing the achievements presented should assist a judge in selecting the women who merit being singled out from among all others in the Federal Government as deserving of very special recognition in the form of the Federal Woman's Award.

Approved For Release 2002/06/18 : CIA-RDP84-00313R000100260020-1

UNITED STATES
CIVIL SERVICE COMMISSION
WASHINGTON, D. C. 20415

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Honorable George Bush
Director
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Washington, D.C. 20505

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JUN 1976



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